



State of Idaho

DEPARTMENT OF WATER RESOURCES

900 N. Skyline Dr., Suite A, Idaho Falls, Idaho 83402-1718 - (208) 525-7161- Fax (208) 525-7177

EASTERN REGION

APRIL 30, 2001

DIRK KEMPTHORNE
GOVERNOR

KARL J. DREHER
DIRECTOR

SHAUNA NELSON
C/O DOUG ROSENKRANCE
PO BOX 53
MACKAY ID 83251

Dear Ms. Nelson:

This letter is in response to your telephone call of April 30, 2001. You will find six Daily Record books that are enclosed. Normally these books are sent to the Watermasters at the time we actually certify them as a Watermaster.

In the fall of each year we send the Watermaster a letter and blank forms so they can complete and return a Watermaster's Report and a Proposed Budget for the water district. These are to be submitted to this office along with the Daily Record books for the irrigation season that has just ended. We need to receive these forms before the annual meeting.

When we have received and reviewed the required Proposed Budget and Watermaster's Report we then send the forms needed for the annual meeting to the secretary of the water district. These forms are: the blank forms for the Adopted Budget, the Petition For Watermaster's Services, the Official Oath of Office for the Watermaster, the Oath for the treasurer if the water district collects its own fees and collects more than \$3000 a year, and an information sheet on the water district.

Once we receive a copy of the minutes of the annual meeting along with the completed Adopted Budget, Petition For Watermaster's Services and the Official Oath of Office we then certify the Watermaster. We send the Watermaster a certificate and the Daily Record books at that time.

Enclosed with this letter you will find: (1) a copy of the letters we have sent to Doug Rosenkrance as Watermaster, (2) a copy of the forms we sent to Mr. Rosenkrance last October, (3) the forms and documents we would have sent to the secretary of the water district if we had received the Adopted Budget and the Watermasters Report, (4) the Daily Record books you requested.

Because we normally send form to the Watermaster and to the Secretary we request that you coordinate your efforts with Mr. Rosenkrance and with Mr. Alvin

Nelson
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Crawford. If we receive the required items: (1) the Watermasters Report, (2) Proposed Budget and Record books for 2000, (3) Adopted Budget, (4) Official Oath from the Watermaster, (5) Petition For Watermaster's Services and (6) a copy of the minutes of the 2001 annual meeting for Water District 34 we will be happy to certify a Watermaster for this district.

A copy of this letter is being sent to Alvin Crawford as you advised me he is still secretary for Water District #34. This way he will know why he did not receive forms before the meeting and he can work with you in sending us the items we need to certify a Watermaster for this district.

Thank you very much for contacting this office.

Yours truly,

A handwritten signature in cursive script that reads "Darlene Newman".

Darlene Newman
Office Secretary

CC:: Alvin Crawford